Automation Innovation: Right of Entry

An automation that streamlines union right of entry record-keeping

System
- Power Automate

Benefits
- ✓ Significant time savings
  - 30 mins saved per site entry
  - Automatic issuing of summary email immediately following site entry
  - Automatic uploading of photos to Sharepoint
- ✓ No loss of data
  - Automatic addition of items to a centralised Sharepoint register
- ✓ Better quality records kept

New ROE by AWU recorded on Rozelle Interchange on 07/09/2022, 17:10 - Mess...

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A new right of entry has been recorded on the Rozelle Interchange project. The details are as follows:

Project / Department:	WestConnex Rozelle Interchange Project	
Location / Site Address:	Decline C	
Date/Time of Entry: 07/09/2022, 17:10		Entry finish time: 07/09/2022, 17:40
Organisation: AWU		
Name(s) of visitor(s): Jane Doe		
Checklist completed by: John Smith		
Identified Purpose of Entry		
FWA s 484 - Discussion with employees during meal or other breaks only		
Particulars of suspected breach/contravention		
N/A		
Entry Requirements Met (Entry Notice)		
Project Name	Yes	
Name of Union on notice	Yes	
At least 24 hours and not more than 14 days before intended entry notice given	Yes	

OLD PROCESS

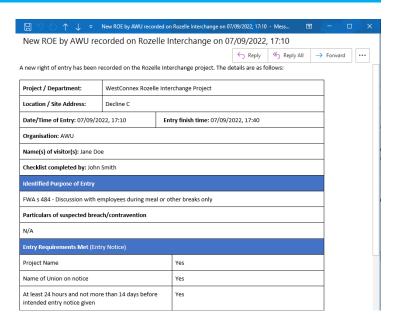30 minutes spent after site entry developing Right of Entry records

> Union delegates attend site and are met by IR Advisor, who keeps notes on a paper-based right of entry form

> IR Advisor types notes into electronic format, saves in a right of entry folder

> IR Advisor creates entry in excel document

> IR Advisor takes photograph of the site entry visitor form and manually saves in the right of entry folder

> IR Advisor prepares an email with the right of entry summary and issues to the parent companies

NEW PROCESS

> Union delegates attend site and meet IR Advisor, who completes digital Right of Entry form on a mobile device

> A record of the entry is automatically added to a Sharepoint register

> A photo of the visitor entry form is taken and automatically attached to the relevant Sharepoint register item

> Some fields are prefilled or have multi-selection options to save time (name, date, union, site, purpose of entry, etc.)

> An email containing the Right of Entry details is automatically prepared for review and issuing to the parent companies

For more information about this automation, contact digitaldevelopment@jhg.com.au